

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

2181

Codes Enforcement Officer

(Entry-Level and Promotional)

12/29/2015

Drug testing may be required

ENTRY-LEVEL SALARY: \$33,119.00

PAY GRADE RANGE: \$33,119.00 - \$50,138.00 (Pay Grade 6)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by **4:30 p.m. on: Wednesday, January 13, 2016.**

- Completed City of Knoxville Online Application
- Detailed resume (upload and attach to your online application)
- If you have questions regarding your application, or need help applying, please email hbroyles@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Requires graduation from high school or GED equivalent
- Ability to become a Municipal Enforcement Officer (unarmed) within the probationary period.
- Must have or obtain within probationary period ICC certification as Property Maintenance & Housing Inspector.
- Must have or be able to obtain Class D Tennessee Driver's License.
- The hiring authority may give preference to candidates who possess experience in construction of housing or related field. The hiring authority may also give preference to candidates that are fluent in Spanish.

EXAMINATION

The selection procedure for this position will consist of a written test (100% of final score). Examination subject areas are Effective Working Relations; International Property Maintenance Code; Reading Comprehension and Interpretation; Preparation of Reports and Correspondence; Vocabulary; and Basic Mathematics.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Codes Enforcement Officer	Working Title: same	PCN:
	Incumbent: vacant	Created: 01/07/2008 Updated: 06/20/2014

GENERAL DESCRIPTION

Under general supervision, responsible for inspecting dwellings in order to determine if conditions are substandard, dangerous, or unsanitary according to codes and ordinances; recommends rehabilitation or demolition of structures; and makes recommendations for relocation assistance. Responsible for enforcement of Solid Waste policies, procedures, and ordinances.

ESSENTIAL FUNCTIONS

Makes on-site inspections of area houses specially designated by authorities or due to special complaints; checks interior and exterior of dwellings and out buildings in the surrounding premises for deteriorating, unsafe, or unhealthy conditions.

Takes photographic evidence and documents each deficiency in detail.

Determines requirements of rehabilitation or the need for demolition.

Notifies the owner or agent of rehabilitation of the date to have the structure razed, and performs follow-up on the recommendations and orders.

In the event of failure to comply, notifies owner to appear before the Better Building Board to present just cause of noncompliance.

Answers complaints and composes correspondence.

Keeps records and makes reports.

Executes Better Building Board order upon approval from the state resulting in demolition or court actions.

Inspects other blighted areas for abandoned vehicles, dirty lots, etc.

Enforces all City ordinances related to housing and sanitary conditions.

MARGINAL FUNCTIONS

Attends community meetings.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the International Property Maintenance Code.

Knowledge of the geographic area of the City.

Knowledge of the City Codes and the minimum requirements for housing and premises standards within the City.

Knowledge of the proper use of business English (grammar, spelling, etc.) and basic arithmetic.

Knowledge of modern office practices, procedures, and equipment.

Ability to ascertain facts by personal contact, observation and the examination of records.

Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations.

Ability to express ideas clearly, concisely, and convincingly both orally and in writing.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with the public and other employees.

Ability to plan and organize time; ability to appropriately handle responsibilities; and ability to plan and formulate a course of action that is appropriate and responsive to the specific demands of the situation.

CODES ENFORCEMENT OFFICER (PCN)

KNOWLEDGE, SKILLS, AND ABILITIES CONT'D

Ability to accurately complete inspection reports and forms, and to maintain records; ability to record accurate notes during field inspections in order to document findings.

Ability to firmly enforce existing codes when dealing with code violations; and ability to work cooperatively with others to complete projects, reconcile differences, etc.

PHYSICAL REQUIREMENTS

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, and/or 10 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from a standard high school or equivalent.

Possess or obtain within probationary period ICC certification as Property Maintenance & Housing Inspector.

Possess or be able obtain Class D Tennessee Driver's License.

Ability to become a Municipal Enforcement Officer (unarmed) within the probationary period.

PREFERRED QUALIFICATIONS

Experience in construction of housing or related field.

The hiring authority may also give preference to candidates that are fluent in Spanish.